



ISD110 is committed to providing a safe and healthy workplace for all our students, staff and families. To ensure we have a safe and healthy workplace, ISD110 developed the following COVID-19 Preparedness Plan for the 2021-22 school year.

This plan is administered by Pat Devine, superintendent, ISD110, who maintains the overall authority for the implementation of the plan which is approved by the school board. Staff members are equally responsible for supporting, implementing, and complying with all aspects of this COVID-19 Preparedness Plan.

The plan addresses:

- ensuring sick employees and students stay home
- prompt identification and isolation of sick persons
- social distancing where possible
- student and staff hygiene
- building and ventilation protocol
- cleaning and disinfection protocol

Anyone who is experiencing symptoms or has been diagnosed with COVID-19 will be advised, through signage, to not enter any district building. Managers and supervisors are expected to monitor how effective the program has been implemented. All management and employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by ISD110 management and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Pat Devine, superintendent, ISD 110.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including door handles, elevator panels, railings, copy machines, etc. Custodial staff will be dispatched to clean any areas occupied by employees or students who test positive for COVID-19.

ISD110 uses a Hillyard product called “Non-Acid Restroom Disinfectant/Cleaner 19”. This is very effective against the COVID-19 virus. Learn more about [Non-Acid Restroom Disinfectant/Cleaner 19](#).



Ensure sick students and staff stay home, prompt identification of sick persons

Parents, students and staff have been informed of the need to self-monitor for signs and symptoms of COVID-19. The following protocols and procedures are being implemented to assess health status prior to entering any ISD110 building and the proper reporting protocol when feeling sick or experiencing symptoms.

All employees and students must perform the [COVID-19 Symptom Screening Tool](#) before leaving home to travel to a school building. If they answer yes to any of the COVID-19 Symptom Screening Tool questions, they are asked to stay home and contact their healthcare provider.

Any student or employee who comes onsite and becomes ill or begins to experience any symptoms of COVID-19 during such time should notify his/her supervisor or school office of such symptoms and then immediately arrange to leave school premises. If a student or employee is unable to immediately leave the premises due to transportation issues, then they should be isolated outside whenever possible or, if going outside is not possible, finding an area such as a conference room to wait in until transportation is available. Parents will be contacted to pick-up students when needed.

Employees who need to be absent will report their absence through the Frontline system.

ISD 110 respects the privacy of its employees. Sharing of any information gathered regarding a confirmed case of COVID-19 will be limited to those individuals who have a legitimate need to know. This includes the Minnesota Department of Health and Carver County Public Health.

Workplace building and ventilation protocol

Operation of the district buildings has been reviewed and upgraded where possible, including necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. As much fresh air as possible will be brought into the buildings and MERV 11 filters have been newly installed.

COVID-19 Mitigation Practice

- Signage to encourage social distancing posted in school buildings
- Hand sanitizer stations (with alcohol-based handrubs containing at least 60% alcohol) located in many areas throughout all school buildings with instructions for use
- Disinfectant wipes in each classroom along with other locations in buildings
- Sanitize areas where meals are prepared utilizing wipes or approved disinfectant
- Wash hands frequently, as well as before and after using the restroom, eating, and touching commonly handled items such as door knobs, light switches, etc., copiers, printers, mailboxes, etc.
- Virtual meetings are encouraged when appropriate and possible
- We will continue to follow CDC and MDH guidance where masks are recommended yet not mandated
- Disposable masks will be provided at building front offices and additional PPE requests should be given to your supervisor or the front office
- Employees will be provided personal protective equipment
- All building visitors and volunteers should have an appointment
- In-person vendor visits will be limited at this time

